# INTEROFFICE MEMO

DATE: October 6, 2009

FROM: MEMBERS, MENTAL HEATLH COMMISSION Phone: 382-3134

TO: BEHAVIORAL HEALTH STAFF, CONTRACT AGENCY STAFF,

CONSUMERS AND THEIR FAMILY MEMBERS

SUBJECT: 2009 NOMINATIONS FOR MENTAL HEALTH COMMISSION HOLIDAY TEA AND

AWARDS CEREMONY

The County of San Bernardino Mental Health Commission will be hosting their annual Holiday Tea and Awards Ceremony on:

THURSDAY, DECEMBER 3, 2009
2:00 p.m. – 4:00 p.m.
BEHAVIORAL HEALTH RESOURCE CENTER
850 E. FOOTHILL BLVD. – AUDITORIUM
RIALTO, CA 92376

There is a long history of the Mental Health Commission granting awards to individuals for their outstanding efforts and dedication to the provision of good service to consumers and their families. These awards are not intended to be awarded to the same individuals year after year. Consumers, volunteers, DBH staff and contract agency staff are included. Contract agencies will be nominated in a separate category.

We would like to include agencies/individuals who promote the use of consumer advisory boards to improve access and consumer friendliness.

The nominations can be made by management, supervisors, peers, consumers, family members, or self-nominations.

The concept of the award is to show appreciation for various members of the behavioral health community. Nominators are discouraged from submitting identical nominations for two or more employees. We enjoy more creativity as the selected nominations will be read during the Holiday Tea. We would like to see the joy of receiving an award be passed around to different individuals at each year's event. We would also like to have the ability to contact the nominator for further clarification if necessary before the selections are made. The nominations should be submitted to appropriate staff for review before submission. We would ask nominators to include a brief list of routine activities performed as well as examples of exceptional work considered.

Thank you for helping us honor those who truly deserve a special recognition award.

## 2009 MENTAL HEALTH COMMISSION SPECIAL RECOGNITION AWARD CRITERIA

Cite specific reasons why this person/agency is the outstanding person/agency in your clinic/program. Be convincing and concise. Please limit your narrative to one page including four routine job duties and how his/her performance is **above and beyond** normal job requirements.

Categories include, but are not limited to:

- Direct Service Worker (Counselors, Psychiatrists, Peer and Family Advocates, etc)
- Office Support Staff (Administrative Assistants, Maintenance Workers, etc)
- Supervisory Staff
- Administrative Staff (CEO, Deputy Directors, Program Managers, etc)
- Volunteer

Nominations may be made by consumers, family members, provider agency staff and DBH staff.

Recipients will be selected on the following criteria:

- Outstanding advocacy efforts on behalf of mental health consumers. Example: Must be outside scope of normal duties.
- Demonstrates a direct or indirect positive impact on the mental health of clients. Example: Participates in an inter-departmental project with successful outcomes.
- Produces results at his/her agency in increased productivity, increased revenues, reduced costs and/or improved process/operations.
   Example: Employee suggestion that measurably improves a work process.
- Demonstrates the values of cultural competency in the performance of his/her duties.

Please consider these core values:

- 1. Sensitivity & Respect
  - Treats those we serve and with whom we work with compassion, demonstrating a high regard for the dignity and worth of each person.
  - Clients and families are central to our purpose.
  - Partnerships that share leadership, decision-making, ownership and accountability.

### 2. Integrity

- Promotes open and honest dialogue among all individuals.
- Provides effective services in the least intrusive environment.

#### 3. Quality

- Promotes continuous improvement through creativity and teamwork.
- Empowers and supports others in their personal and professional development.

### 4. Community Advocacy

• Fosters overall well-being of the community, especially those in need, through charitable, community service and responsible action as a corporate citizen.

### 5. Resourcefulness

- Gains the community's trust through innovative and responsible management of human and fiscal resources.
- Responsible use of resources to ensure financial sustainability.
- Views each other as our most valuable resource and the empowerment this provides.